



## HIV PREVENTION COMMUNITY PLANNING GROUP

Tuesday, May 20, 2014

Indiana State Department of Health

2 N. Meridian Street, ISDH Conference Room 5-T

Indianapolis, IN 46204

Member's Name	At Meeting	Not At Meeting
Cena Bain, ISDH Co-Chair	X	
Jason Clanton	X	
Rochelle Feldheiser-Keyes,	X	
Derwin Gary	X	
Latorya Greene, Community Co-chair	X	
Phaedra Greer	X	
Valjin Harvell	X	
Mark Anthony Hughes	X	
Christina Karch		X
Marissa Miller	X	
Meredith Short	X	
Christopher Simons	X	
Debra Stanley		X
Marvina Trotter	X	
Eric Wilcox-LeSure	X	
Jeffery Wolfe		X

ISDH TA Name	At Meeting	Not At Meeting
Susan Newton, CPG Liaison	X	
Rupert Arceo		X
Vivian Arnold	X	
Alicia Barnes	X	
Darin Foltz	X	
Brittany Gross	X	
Dan Hillman		X
John Hon		X
Brenda Mason	X	
Susan Newton	X	

Visitor's Name	Agency
Larmarques Smith	Damien Center
Jamie Hollis	Damien Center
Sanford E. Gaylord	US Department of Health & Human Services
Delores York	Heartland Community
Tony Gillespie	IMHC

Proxy – Latorya Greene for Debra Stanley



## AGENDA

### **10:00 a.m. – 10:10 a.m.**

**Welcome** – Cena Bain, ISDH Co-chair

**Self-Introductions** – Members introduced themselves and stated the seat they represent

**Mission** – Rochelle Feldheiser-Keyes

**Ground Rules** – Darin Foltz

**Review of Agenda** – The agenda was approved.

Susan will send out a list of the acronyms to members.

### **10:10 a.m. – 10:20 a.m.**

#### **Approval of March 18, 2014 CPG Minutes:**

The minutes were approved with one correction: an e added to the end of Latorya Greene's name.

#### **Review of March 2014 Group Assessment Form**

Cena Bain reviewed the assessment forms and addressed the concerns.

#### **Review of March 2014 Attendance Sheets:**

There were no corrections to the attendance for the March 2014 meeting.

#### **Review of March 2014 Expenses:**

There were no corrections to the March 2014 Expense Report.

Sanford Gaylord from the US Department of Health and Human Services attended the CPG meeting. Mr. Gaylord discussed his program and how his program can assist CPG.

### **10:20 a.m. – 10:30 a.m.**

#### **Executive Committee Report**

Latorya Greene, Community Co-Chair

Discussed the new member orientation that took place on Monday, May 19, 2014; five members were in attendance. The orientation allowed members to get more clarity on what CPG is and their roles as CPG members. Latorya Greene also discussed the purpose of the full body CPG meeting; to inform and update all of the members of the work of the sub-committees. Latorya Greene also discussed the importance of attending committee meetings and working in the committees.

### **10:30 a.m. – 10:40 a.m.**

#### **Division Report/ISDH**

Cena Bain, ISDH Co-Chair

Cena Bain announced her resignation from ISDH; this will be her last CPG meeting. Cena Bain stated the positions that are currently open within the Division; CHESPAC, HIV Consultant, Expanded Testing Coordinator, Program Manager (Prevention), STD IT and Program Manager (Services). Cena Bain also discussed the combining of CHESPAC and CPG; there has been a lot of talk from CDC in regard to this move. Cena Bain addressed how the Division is planning to deal with succession.

Services implemented their new plans to get all of their clients into service. Services have begun their audits. The section has completed their contracts and received their award.

The question as to how the two advisory groups will be combined was asked. It was stated that the Division has not begun to work on this.



It was asked if there was a wait list for service's clients. Everyone that was a part of the program still received something. The contracts are annual. Anthem and PHP are the insurance providers. Open enrollment will begin in November 2014.

Tony Gillespie, visitor discussed a company called Care Source; he thought they had a real unique approach with a thorough understanding of health care in the area of HIV/AIDS. Tony will send information to Darin Foltz.

**10:40 a.m. – 11:40 a.m.**

**Presentation Policy and Procedure Committee – Part 1**

The committee presented the final draft of the By-Laws. It was suggested that the document be done in a simplified condensed manner. Policy and Procedure Committee Members went over the document thoroughly allowing CPG members to comment and suggest changes to the document. The committee will make all of the suggested changes and present the full CPG body with a final copy by June 2, 2014 for a vote via email.

**12:10 p.m. – 1:10 p.m.**

**LUNCH**

**1:10 p.m. – 2:10 p.m.**

**Presentation Policy and Procedure Committee – Part 2**

The Policy and Procedures Committee reviewed and discussed the final draft of the Policy and Procedures. CPG members were given the opportunity to comment and suggest changes to the document. The committee will make the suggested changes and present the full CPG body with a final copy by June 2, 2014 for a vote via email.

**11:40 a.m. – 12:10 p.m.**

**Member Roles Activity**

Cena discussed the member's role

**2:10p.m. – 2:30 p.m.**

**CPG Standing Committee Reports**

- **Membership Committee**  
Working on new application to include a confidentiality statement
- **Evaluation Committee**  
The committee's first priority is to review the New Member Package and the whole membership process
- **Needs Assessment Committee**  
The committee is in the process of using the Engagement Tool Kit to prioritize populations. The committee received the CBA however, the committee has decided to cancel the request and move forward on their own.



**2:30 p.m. – 2:45 p.m.**

**Q & A**

When was the NA changed from NA/Engagement to just Engagement? It was changed in the fall of 2013.

**Old Business:**

**Cena Bain ensured that CPG members had a thorough understanding of the paperwork needed to be submitted for travel and reimbursement.**

**New Business:**

The transgender data received from Dan Hillman, ISDH TA was discussed more thoroughly: Marissa Miller will provide more information on Dana (last name confidential) who is doing a study on female transgenders; it has been suggested that the CPG look at her work for future use. Marissa will give Susan Newton Dana's card to distribute her contact information to the CPG members. It was suggested that the CPG have Dana come and do a presentation.

Debra Stanley wants to resign as a CPG member and become a CPG TA; Latorya Greene will put in a request to ISDH.

**2:45 p.m. – 3:00 p.m.**

**Public Comment:**

There was no public comment.

Derwin Gary thanked ISDH for assisting with the FBO event sponsored by the NAACP at the Light of the World Church.

**3:00 p.m. – 3:15 p.m.**

**Announcements & Celebrations**

BU's Annual Fundraiser event – Grand Prix will be on Sunday, May 25<sup>th</sup>.

Susan Newton will be celebrating her 52<sup>nd</sup> Birthday on Sunday, May 25<sup>th</sup> YAY!

Christopher Simons is going skydiving in June – Have Fun!

The Aliveness Project with Power 92 will be hosting an event for National Get Tested Day

Jason Clanton will celebrate his 31<sup>st</sup> birthday on June 27<sup>th</sup>.

Marvina Trotter will celebrate her 29<sup>th</sup> birthday on July 1<sup>st</sup>.

STD Awareness month was in April – Rochelle Feldheiser-Keyes handed out an article.

June 12<sup>th</sup> Meredith Short will celebrate her 40<sup>th</sup> birthday.

Today was Cena Bain's last CPG meeting.

AIDS Ministry will be partnering with Walgreens for an event for National Get Tested Day.

Eric Wilcox-LeSure will be celebrating his 32<sup>nd</sup> birthday on June 1<sup>st</sup>

The Damien Center will be partnering with Walgreens for an event for National Get Tested Day.

INShape Black and Minority Health Fair will take place July 17<sup>th</sup> thru 20<sup>th</sup>

Cena Bain received a card and a plant from CPG as her parting gift! Best Wishes go out to her.

**\*Next Meeting – July 15, 2014 - ISDH - Conf 5-T - 10 A.M.\***